

## CITY OF HAYWARD

### STAFF FIRE CAPTAIN

#### DEFINITION

Under general direction from a higher level manager, to provide staff assistance and data analysis and to coordinate departmental programs in areas of Fire Prevention, Emergency Management, and Planning and Training.

#### DISTINGUISHING CHARACTERISTICS

This class performs routine data collection, analysis and organization in support of departmental programs such as purchasing, budgeting, planning, training and related areas. In addition, depending upon assignment, incumbents may be responsible for coordinating Fire Prevention, Emergency Management, Planning, or Training programs. Assignments may require direct and indirect supervision of uniformed and non-uniformed staff. At scenes of emergency operations he/she functions as assigned by the Incident Commander, Operations Commander or Fire Chief. Such assignments may range from commanding a company to staffing support positions.

#### EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

1. Gathers and analyzes data on a wide variety of topics and subjects.
2. Investigates, interprets, analyzes and makes recommendations on existing and proposed programs, services, facilities, equipment and personnel.
3. Prepares written and oral reports.
4. Represents the department in interdepartmental and interagency projects, providing liaison and technical support to ongoing committees and boards.
5. Responds to citizen complaints and requests for information; explains policies and programs to the public.
6. Assists in budget preparation and review.
7. Maintains accurate and complete records and reports.

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EXAMPLE OF DUTIES (continued):

8. Trains and coordinates training for groups and for individual employees, either on an as-needed basis or, in the case of fire suppression training, safety and staff development, in an ongoing capacity.
9. Researches, analyzes and interprets codes, ordinances and procedures in conjunction with programs and services provided.
10. Develops and modifies programs and policies in support of overall City and departmental services and goals.
11. Coordinates and supervises a program related specifically to planning, training, or fire prevention.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of modern firefighting procedures and equipment.
- B. Knowledge of fire prevention principles, practices and procedures and fire protection systems.
- C. Knowledge of organization, budget, training and personnel management practices.
- D. Ability to plan and direct the work of others.
- E. Ability to develop effective working relationships with subordinates, supervisors, city employees, contract personnel and staff from other agencies and with the public.
- F. Ability to prepare written reports and budget documents.
- G. Ability to plan and coordinate the component parts of a significant program.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

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**Experience:** Current employment as a Firefighter, Apparatus Operator, Fire Prevention Inspector or Fire Captain in regular status and with five years of fire service experience in the Hayward Fire Department or a fire department which is similar to HFD. An evaluation of previous experience from other departments for this purpose shall be made by the Fire Chief according to the following criteria: (i) the previously employing department has response requirements similar to the Hayward Fire Department including first aid and medical emergency responses, and structural fire responses including commercial and industrial occupancies; and, (ii) the previously employing department has an in-service training program to maintain the proficiency of its employees. Supervisory experience is desirable but not required.

**Education:** Equivalent to completion of the twelfth grade. Course work at the college level in Fire Science, Public or Business Administration or a closely related field is desirable but not required.

**License:** Possession of a valid **Class C** California Driver's License.

**PROBATIONARY PERIOD:** One Year

244CS88

March 1988

Revised August 1992

AAP GROUP: 12

FCCP STATUS: Designated

FLSA STATUS: Non-Exempt